



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PUBLICATIONS & GRAPHICS BUREAU

**TERM CONTRACT**

VENDOR

**Allied Envelope  
W 1515 College  
Spokane WA 99201-1917**

CONTRACT  
NUMBER

**141-98-L**

CATEGORY

**Standard Printed Envelope**

DESCRIPTION

EFFECTIVE  
DATES

From

July 1, 1997

To

June 30, 1998

**STANDARD PRINTED ENVELOPES**

ORDERING INFORMATION

CONTRACT  
VENDOR

Allied Envelopes  
W. 1515 College  
Spokane, WA 99201-1917  
  
Phone: 509-328-9800

AGENCY  
CONTACT

Dave Lafferty

DELIVERY ➤ Within 30 Calendar Days After Receipt of Camera Ready Copy or OK'd Proof.

F.O.B. ➤ Destination

TERMS ➤ Net

**REMARKS:**

**Third Year of Contract**

CONTRACT VALIDATED BY:

DATE

PUBLICATIONS & GRAPHICS BUREAU  
DEPARTMENT OF ADMINISTRATION  
920 FRONT ST - P.O. BOX 200132  
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPPLICATE

## **STANDARD PRINTED ENVELOPES**

Bidder and the State of Montana, Publications & Graphics Bureau agree that this contract may, upon mutual agreement, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations. This contract may be extended for one (1) year intervals according to the terms of the existing contract.

### **Various Sizes and Styles**

Requirements for the period of July 1, 1997 through June 30, 1998.

For all state agencies, institutions and field offices throughout Montana.

The State of Montana reserves the right to cancel this contract at any point during the term of the contract upon thirty (30) days written notification to the contract holder.

All invoicing and correspondence regarding the contract shall be furnished by the contractor to the Publications & Graphics Bureau upon request at any time during the contract period.

**Delivery:** All orders shall be delivered, F.O.B. destination to all state agencies, institutions and field offices throughout Montana, within 30 calendar days after the receipt of camera ready copy or final OK'd proofs.

Three or more documented occurrences of late delivery shall be valid cause for cancellation of the contract.

Double burns will be required for frequently utilized seals, logos and bases.

### **PRICE ADJUSTMENT SPECIFICATIONS**

Prices submitted on bid will remain firm for a minimum of thirty (30) days from bid opening and will remain firm upon an award, except for verifiable changes in the Printer's actual cost of envelope stock as described below. The State of Montana will allow the successful Bidder (Printer), who furnishes the required information to establish base envelope cost(s) with the bid, the right to pass along any substantiated changes in the cost of envelopes that may occur 30 or more days after the bid opening. However, changes may not occur more often than every 60 days. ANY REQUEST BY THE PRINTER FOR A PRICE ADJUSTMENT MUST BE SUBMITTED IN WRITING PRIOR TO SUBMITTAL OF AN AFFECTED INVOICE AND DOCUMENTED BY THE PRINTER'S ENVELOPE SUPPLIER. The State of Montana reserves the right to take advantage of any realized cost savings resulting from documented decreases in paper costs.

Failure to furnish information with bid to establish a base envelope cost will be viewed by the State of Montana as the submittal of a "true" firm price bid by a Bidder. In the event of an award, no increase in envelope costs will be allowed to be passed along by that Bidder.

Conditional bids allowing for unlimited escalation of the bid price by the Bidder will be deemed by the State of Montana as non-responsive to the bid specifications and will cause the bid to be rejected.

In order to establish a base envelope cost for allowing an adjustment, the Bidder must indicate in the bid, the base envelope cost(s) in the price schedule, and furnish as part of the bid response a current price quote from the Printer's envelope size identified in the specifications. The sub-suppliers quotation must be on the envelope supplier's letterhead; or be included as an attachment to the quotation, the envelope supplier's published price list generally available to the public. The quotation is to state envelope stock weight, envelope size, carton rate, and price per thousand(M).

The Printer's bid prices are to include the total cost to the ordering agency. When establishing the base cost, Publications and Graphics Bureau will subtract the envelope cost from the total bid price. The base price will remain the same for the duration of the contract. The increase in cost of the envelope will be added to the bid price based solely on the increased cost of envelope stock.

For the State of Montana to allow an envelope cost increase, the Printer must submit to Publications and Graphics Bureau a copy of their purchase order to the envelope supplier(s) along with a copy of each envelope supplier's quote then in effect at the time of the envelope order(s). All factors considered for the cost increase must be based on equal specifications from original order; such as, but not limited to, quantity and delivery requirements. The State of Montana will approve/disapprove envelope cost increases within five (5) working days after receiving the request. No invoicing will be accepted at increased costs until approved by Publications and Graphics Bureau.

If the price adjustment clause is applicable, and in the judgement of the State of Montana Publications and Graphics Bureau the affected envelope prices have decreased, the State of Montana Publications and Graphics Bureau may request the Printer to substantiate the actual envelope costs at any time during the contract period. The Printer agrees to furnish the necessary documentation to verify the actual envelope costs. If the decrease is substantiated, the Printer's invoice will be adjusted by the State of Montana for a decrease in envelope cost(s). Payments against any outstanding invoice will reflect this adjustment.

**WHITE WOVE ENVELOPES**

Printed one side, one color (black or reflex blue), camera ready, sub wt. 24# recycled white wove. Prices to include stock and printing. Windows to be recyclable glassine material. All bids to be submitted in price per thousand for all quantities indicated except 500 which shall be lot priced. Envelope construction must be standard commercial construction.

**Standard White Wove Envelopes**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M(MAX)</u>
#10							
\$24.34	\$31.06	\$25.40/M	\$22.84/M	\$22.84/M	\$20.09/M	\$18.93/M	\$17.58/M
#9							
\$24.34	\$30.85	\$24.99/M	\$22.41/M	\$22.41/M	\$19.98/M	\$18.82/M	\$17.58/M
#6¾							
\$18.17	\$24.22	\$19.36/M	\$18.49/M	\$17.92/M	\$16.80/M	\$16.10/M	\$15.38/M
#11*							
\$23.69	\$34.76	\$30.48/M	\$29.65/M	\$29.10/M	\$28.25/M	\$27.55/M	\$25.08/M

\*(NOTE: #11 envelopes may use standard 24# white wove non-recycled material.)

**Standard Glassine Window Envelopes**

#10							
\$25.98	\$32.12	\$26.46/M	\$24.59/M	\$24.59/M	\$21.84/M	\$20.68/M	\$19.33/M
#9							
\$20.52	\$21.91	\$23.37/M	\$22.56/M	\$21.99/M	\$20.73/M	\$20.03/M	\$18.83/M
#6¾							
\$20.04	\$26.97	\$22.11/M	\$21.24/M	\$20.67/M	\$19.55/M	\$18.85/M	\$18.13/M

**GOVERNMENT STAMPED ENVELOPES**

Printed one side, one color (black or reflex blue), camera ready.

Government Stamped envelope stock to be furnished or prepaid by the state at the prices charged by the government.

Prices to include printing and delivery to destination only. All bids to be submitted in price per thousand except the 500 quantity which should be lot price. Types to include size #10 or #6<sup>3</sup>/<sub>4</sub>, white wove regular or poly window.

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M(MAX)</u>
\$18.99	\$19.55	\$14.93/M	\$13.28/M	\$13.42/M	\$11.05/M	\$10.29/M	\$9.53/M

**OPEN END MANILA ENVELOPES**

Printed one side, one color - black, camera ready, sub. wt. 28#, manila with dry gum flap. Prices to include stock and printing. All bids to be submitted in price per thousand except the 200 and 500 quantity which should be lot price.

<u>200</u>	<u>500</u>	<u>1000</u>	<u>2000</u>	<u>3000</u>	<u>5000</u>	<u>10M(MAX)</u>
Size: 5½ x 7½						
\$32.95	\$39.69	\$50.99	\$49.98/M	\$46.79/M	\$42.48/M	\$38.98/M
6 x 9						
\$32.06	\$37.89	\$51.18	\$49.68/M	\$46.68/M	\$43.68/M	\$39.15/M
6½ x 9½						
\$32.54	\$39.19	\$53.97	\$52.47/M	\$49.47/M	\$46.47/M	\$41.55/M
7½ x 10½						
\$34.24	\$43.66	\$56.99	\$56.79/M	\$54.98/M	\$50.98/M	\$46.69/M
9 x 12						
\$34.55	\$45.05	\$66.20	\$64.70/M	\$61.70/M	\$56.80/M	\$50.75/M
9½ x 12½						
\$35.35	\$47.25	\$70.66	\$69.16/M	\$66.16 M	\$60.45/M	\$54.40/M
10 x 13						
\$36.32	\$50.21	\$76.05	\$74.55/M	\$71.55/M	\$64.80/M	\$59.19/M
10 x 15						
\$40.94	\$59.48	\$94.33	\$92.83/M	\$89.83/M	\$84.95/M	\$80.90/M
12 x 15½						
\$41.89	\$63.98	\$98.98	\$95.99/M	\$89.90/M	\$85.06/M	\$80.98/M

Additional Charge Options for White Wove, Open End Manila Envelopes and Government Stamped Envelopes:

A. Add to base bids for PMS ink other than black or reflex  
blue: \$0

B. Add to base bids for 2nd color, PMS ink:

\$20.62/M	\$15.40/2M	\$13.97/2.5M	\$12.54/3M	\$6.95/5M	\$4.89/10M	\$2.57/25M
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C. Add to base bids for screen values: \$0

D. Composition, per order: \$5.00

E . Proof, per order: \$5.00

The State of Montana proofreading policy shall apply to this contract. See attached copy.

All other envelope requirements not provided for in the specifications shall be secured by separate calls for bid.

All materials provided by the State of Montana in the production of envelopes shall remain the property of the ordering agency and shall be returned upon request.

### STATE OF MONTANA PROOFREADING POLICY

1. Upon request of the ordering agency, a proof shall be provided by contract printers for any item on a purchase order that requires **any** amount of composition by that printer. Corrections are to be made on that proof, **signed** by a representative of the ordering agency and returned, marked "O.K." or "O.K. with corrections". If revised proofs are required, the written request for such shall be made at the time the initial proof is returned.
2. Proofreading is the responsibility of the customer. Printers cannot be held responsible for errors if the work is printed per customer's approved proof **or** if changes are communicated verbally.
3. Proofreading responsibility is not limited to line or word changes from preprinted original copy, but does include **all** copy submitted for that purchase order item.
4. A contract printer shall be held responsible in the event that errors occur on final printed matter, if such errors were not corrected as per customers' individual proof notations.
5. Proofs will be a chargeable item if specified in a contract as a line-item charge.
6. Color proofs, blueline, brownline and similar proofs are chargeable items.